



K-5th Child Safety Policies

RECEIVING KIDS

Designate a leader to receive children from parents.

When the family arrives, greet the child at the door and let them enter the room.

Place one check-in sticker on the clipboard and one on the child.

DISMISSING KIDS

Designate a leader to answer the door and dismiss children when parents return.

Guardians must bring the pick-up sticker to pick up a child.

The designated leader takes the sticker, places it on the clipboard on top of the current label, then dismisses the child.

If the guardian does not have the pick-up sticker, please send a leader to locate the Kids Ministry Director.

Leaders remain in the room until the last child has been picked up. In the event a parent is late picking up their child, locate the Kids Ministry Director.

FOOD IN THE CLASSROOM

Allergies are a major concern with some children. Post a sign outside the classroom any time an item is to be tasted, smelled, touched, or observed that might cause a reaction.

We are striving to provide a peanut free environment.

SANITATION PROCEDURE

For clean-up of vomit/body fluids: Inform the Kids Ministry Director so they can call the Housekeeping Staff for cleaning. Remove children from the area to prevent exposure.

BATHROOM POLICIES

1. Do not go into the bathroom with children.
2. Check the bathroom to make sure no one is in there. If someone is in the bathroom and the child cannot

wait, hold the door to the bathroom open.

3. Wait outside while children are in the bathroom.

ON-CAMPUS TRAVEL

Before leaving classroom:

1. If a class ever needs to travel outside or to another room in the building that they do not normally go to, a leader should inform the Kids Ministry Director ahead of time.
2. Leaders should check attendance before leaving the classroom, once they get to their destination, upon leaving their destination, and once they make it back to the classroom.

PLAYGROUND GUIDELINES

1. Use equipment in a safe manner.
2. Go down slides feet first.
3. No walking up slides.
4. No climbing outside safety rails of equipment.
5. No climbing on the fence.

FIRST AID

Report all accidents to the Kids Ministry Director. A written report of accidents must be filed with the Director of Human Resources and Director of Support Services within 24 hours.

A First Aid Kit- is located in each classroom. **We do not administer medication of any kind.** In the event of an emergency, contact the Kids Ministry Director. We will send someone to get the parent/guardian.

NOTE: Unless injury or condition is life threatening, do not contact church member physicians. This is their request and is for their protection.

BASIC GUIDELINES:

- If an injury is due to a fall and possible fracture has occurred, do not move the child.
- If an injury is life-threatening, call 911 then locate the parents/guardians of the child. Contact the Kids Ministry Director if not already present.
- Help with crowd control if needed.
- Minor cuts, scrapes and bites, cleansed with water then covered with a Band-Aid if needed.
- Severe cuts need to be covered and pressure applied until parents arrive.
- Bumps apply a dry ice pack.
- Injuries to mouth or teeth use ice and water and call the parents/guardians if needed.

EMERGENCY PROCEDURES

TORNADO PLAN

- Take children to the hallway or stay in your interior classroom.
- Close doors, including hallway doors.
- Line children up against the wall beginning and ending line 30 feet from the end doorways.
- Put children on their knees facing the wall bent over with hands covering their head.
- Pack children tightly together.
- If the hallway is full, put the children in bathrooms with a supervisor.
- Have a room designated in case of fatalities so living children are not exposed to the deaths of others.
- DO NOT walk through areas with windows.
- DO NOT get near windows.
- If not already, go to the first floor by the stairway.
- STAY CALM!
- Remain in position until "ALL CLEAR" is reported.

FIRE EMERGENCY PLAN

- Exit routes are posted by the door in each room.
- Evacuate children according to escape routes posted in each room.
- Designate a leader to have the exact count and take the clipboard with you as you exit.
- Designate a teacher to turn off lights and close the door as they leave the room.
- Exit the building as posted in each room and proceed to a safe area of the parking lot, using sidewalks as possible.
- Do a count in the designated area.
- In the event of fire, release children to parent/guardian using the child pick-up sticker when instructed to do so by the Kids Ministry Director.
- Return to the classroom when you receive the "ALL CLEAR."
- Do a final count when back in the classroom.

IMPLEMENTATION OF CHILD SAFETY POLICY

LEADER/CLASSROOM FUNDAMENTALS

- Two (2) leader rule
- Administrative supervision of all services/programs
- At least a 1:15 teacher/child ratio to ensure good supervision
- Visual access to all rooms
- Annual training programs on child safety
- Check-in security system
- Background check and name tags for all leaders
- Leaders must complete a Volunteer Application + Interview.
- Leaders sign off on Moral Integrity forms and background check is completed.

PARENTAL INVOLVEMENT

Parents have an open invitation to observe all programs and activities in which their child is involved. However, parents who desire to participate in or have continuous, ongoing contact Kids Ministry programs will be required to complete the Church's volunteer application and screening process.

PHYSICAL CONTACT

Calvary Kids is committed to protecting children in its care. We recognize that appropriate forms for physical contact between a leader and children are important for children's development and are generally suitable in the church setting. To this end, Calvary Kids has implemented a physical contact policy that promotes a positive, nurturing environment for our Calvary Kids programs. The following guidelines are to be carefully followed by anyone working in Calvary Kids programs:

1. Inappropriate touching, interactions and displays of affection are forbidden and should be abstained from. If a leader observes any questionable interactions by another leader they should immediately report the situation to Calvary Kids staff. Examples of inappropriate interactions and touching are:
 - A sexual relationship with a minor is never acceptable.
 - Never touch a minor in sensitive areas (breasts, buttocks, genitals) even if a minor has been injured in one of these areas. Never allow casual contact in these areas, under or over clothing.
 - No sitting on laps.
 - Never touch in anger or disgust.
 - Never touch in a manner that may be construed as sexually suggestive.
 - Avoid touching a minor between the navel and the knees.
 - Never kiss a minor, or give (or receive) a massage.

- Never place hands beneath a minor clothing to play, rub, or comfort.
 - Never tickle, participate in 'horse-play', give piggy back rides, or wrestle with a minor.
2. Physical contact should be for the benefit of the child, and never be based upon the emotional needs of a staff member or volunteer.
 3. Physical contact and affection should be given only in observable places or when in the presence of other children or staff members and volunteers. It is much less likely that touch will be inappropriate or misinterpreted as such when physical contact is open to observation.
 4. Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of staff or volunteers in Calvary Kids must foster trust at all times. Personal conduct must be above Reproach.
 5. Do not force any physical contact, touch or affection upon a reluctant child. A child's preference not to be touched must be respected.
 6. Calvary Kids staff and volunteers are responsible for protecting children under their supervision from inappropriate or unwanted touch by others.
 7. Any inappropriate behavior or suspected abuse must be reported immediately to an immediate supervisor, the Kids Ministry Director or the Discipleship Pastor and the appropriate authorities.

REPORTING

As agreed on by the church committee and training of leadership on "How to Report."

If a volunteer observes a questionable mark on a child, they are to report their observation to the Ministry Leader. The Ministry leader will speak with parents/guardians regarding the mark. If further attention is required, the Ministry Leader will notify a pastoral level manager and may contact local law enforcement.

ELECTRONIC COMMUNICATION WITH MINORS:

The following policies regarding electronic communication between leader or staff and minors are intended to guard against inappropriate contact and protect the integrity of students, adults, and Calvary Kids. These limitations do not apply to a leader or staff's communication with their own biological, adopted, or fostered children or those children one gains through marriage.

1. No communication is to be had between a leader or staff member and a minor (other than their own child) between 10pm-6am. In the case of an emergency situation, an adult is allowed to respond with a phone call to assist the minors.
2. The use of the following applications (or other similar applications) with minors is not permitted:
 - Snapchat
 - Applications with anonymous messaging/disappearing messaging
 - This list is subject to change
3. No leader or staff member is to send an image or video to a minor (other than their own child) directly.

4. There is to be no electronic communication between a leader or staff member and a minor in regards to sexual content or topics. In response to a request for accountability, the leader or staff member is permitted to have an in-person conversation with the minor following the protocol for one-to-one interactions with minors.
5. There is to be no ongoing, regular, and casual electronic communication between leader and minor of the opposite gender. Rather, any electronic communication to the opposite gender should be confined to specific ministry related communication and most often done through group communication.

SETTING THE TONE: GUIDANCE TIPS IN THE CLASSROOM:

Communication with kids is more than carefully worded sentences. Boys and girls interpret not only through words but also through the tone of voice and attitude of adults. When talking to children, teachers will find these principles valuable:

- Be kind, but firm. Children feel more secure when teachers set reasonable limits and make the limits clear and understandable.
- Be consistent. Follow through when you have made clear what you expect.
- Accept each child for who he is even when he is unlovable.
- Avoid saying "hurry" or implying it.
- Encourage a child to problem solve. Give him time to try to solve his problems before offering help. When you do offer, say "May I help you?" rather than, "Let me do that for you."
- Offer a child appropriate choices.
- Work enthusiastically. Be happy and calm even in emergencies.
- Give the child responsibilities. Commend him when he deserves it.
- Avoid embarrassing a child.
- Usually a child's interest is sustained longer when he chooses an activity.
- Accept the child as an individual. Know the characteristics of the age child you are teaching.
- Provide an atmosphere that inspires the child to practice what the Bible teaches (without always using "the Bible says" ...).
- Avoid use of symbolic terms which children do not understand. They are literal thinkers.
- Encourage the child to be creative.
- Avoid comparing a child's effort with those of another child.
- Make suggestions rather than commands. Give guidance instead of directions.
- Value a sense of humor. Be able to laugh at yourself.

SAFETY CHECK FOR ELEMENTARY CLASSROOMS:

- Maintain the two leader rule at all times.
- Allow only children and Calvary Kids Leaders in the rooms
- Keep the door to the classroom closed at all times.
- Keep the window of your classroom door uncovered at all times.
- Only someone with the pick-up tag can pick up a child.

- Make sure all toys and materials are age appropriate for kids in your class.
- Avoid clutter in the classrooms; maintain a clean environment.
- Always take the clipboard when you leave the room.